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PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
:  
: Number 162 December 6, 1948  
:

1.9422

PMA PROCEDURE TRANSMITTAL

A2 P942

REVISIONS AND CHANGES

Reserve 101.2  
Exhibit A-22  
10-11-48

ADMINISTRATIVE AUTHORITIES - LIVESTOCK BRANCH: Amend page 3 of Exhibit A-22 by adding footnote "d/" after "Scottsbluff, Nebraska 7/". At bottom of the page, add footnote as follows: "d/ Deviates from regular channel by not reporting to Chicago." On page 4, delete "Eureka, California" listed as a sub-station at Sacramento, California. (The Sub-station at Eureka has been closed). Distribution: (A), (B-05, 22, 26 Field Only).

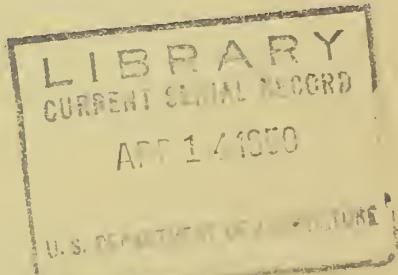
211.3  
6-11-48

FOREIGN TRAVEL: Page 1 has been revised to include a waiver issued by the Secretary to permit the Director of the Caribbean Area Office to authorize travel of himself and employees under his jurisdiction between Puerto Rico and the Virgin Islands. Remove pages 1 and 2 dated 6-11-48 from the manual and insert the attached pages 1 and 2 revised 12-2-48. Distribution: A, B.

261.4  
Revised  
11-17-48

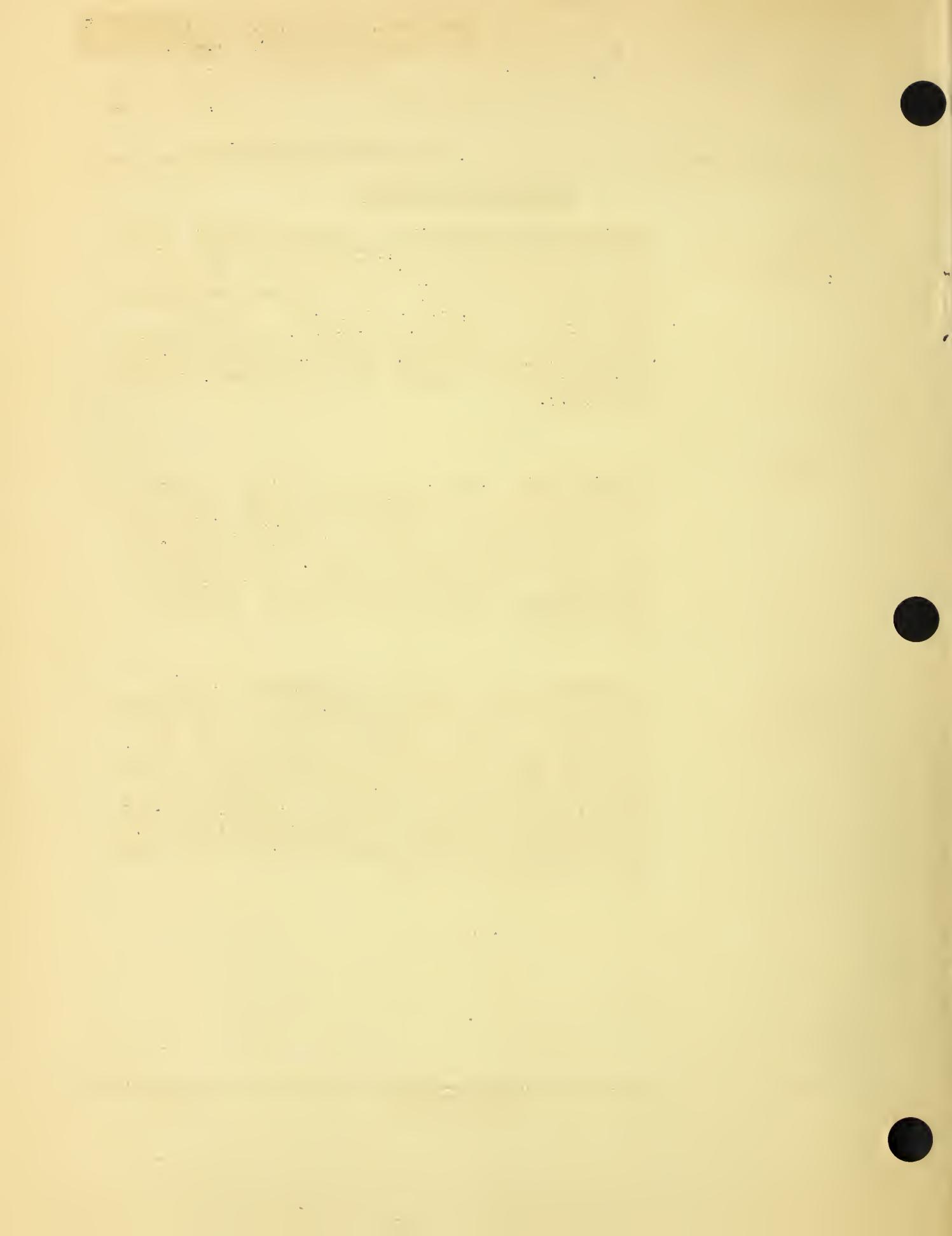
OVERTIME: This instruction establishes the PMA policy governing overtime; designates the officials authorized to order or approve overtime, and outlines the reporting requirements for overtime worked within PMA. It deletes the requirements for preparing Form PMA-151 "Authorization of Excess Overtime" and the quarterly reports on reimbursable and nonreimbursable overtime. Remove instruction 261.4, dated 2-25-48, from the manual and insert the attached. Distribution: A, B.

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DISTRIBUTION  
A, B

Page 1



U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## FOREIGN TRAVEL

## I PURPOSE

This Instruction outlines specific procedures to be followed when foreign travel is required. These procedures are in addition to the basic instructions governing all travel contained in PMA Instruction 211.1, "Basic Authorities Governing Official Travel," 212.1, "Preparation of Letters of Authorization," and 218.2, "Per Diem in Lieu of Actual Expenses."

## II APPROVALS REQUIRED

## A Authorization - Travel

1 Prior approval of the Director of Finance of the Department is required for travel by employees of PMA when traveling between points located in the continental United States and points located in territories or insular possessions, or travel between territories and insular possessions of the United States. Exception: The Director, Caribbean Office, may authorize himself and employees under his supervision to travel between Puerto Rico and the Virgin Islands."

2 The approval of both the Director of the Office of Foreign Agricultural Relations and the Director of Finance is required for travel outside the continental limits of the United States, except:

a As indicated in paragraph II A 1 above.

b Within territories or insular possessions of the United States by employees stationed therein.

c Within the areas of Canada and Mexico adjacent or in proximity to the United States by employees whose duties necessitate such travel, or when travel through Canada or Mexico is the most economical usually traveled route between two points within the United States. (A specific trip to Canada or Mexico is regarded as foreign travel and requires approval.)

## III PREPARATION OF NECESSARY PAPERS

When it has been determined necessary for PMA employees to travel to any foreign country on official business, the following papers shall be prepared by the branch or staff office concerned:

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## FOREIGN TRAVEL

(III)

A Travel Authorization - The travel authorization shall be prepared in the same manner as outlined in Instruction 212.1 with the following additions: (Extra copies are required as shown therein.)

1 Per diem allowance will be authorized in accordance with the rates established by the Bureau of the Budget (Exhibit A, FMA Instruction 218.2, "Per Diem in Lieu of Actual Expenses").

2 The space (No. 7 on Forms Manual Exhibit AD-202 AD-202 entitled, "Foreign Travel") must show the entire appropriation, symbol and title to which travel is chargeable, as well as the estimated cost of travel.

3 The purpose of travel must be described in a brief but informative statement which will, insofar as possible, leave no doubt that the appropriation or fund to be charged is available for the purpose.

4 Space for concurrence of the Director of Finance should be typed flush with the left margin of the form, allowing seven (7) spaces in front of the title for insertion of the word "Acting."

5 Space for concurrence of the Director, Office of Foreign Agricultural Relations shall be typed flush with the left margin following the space for the Director of Finance and allowance of space for the word "Acting" shall also be provided.

B Letter Outlining Project - A letter shall be prepared by the branch or office concerned setting forth the information listed below. The letter shall be addressed to the Secretary of State for the signature of the Secretary of Agriculture.

1 Name of project and country or countries to be visited.

2 Name and title of the traveler with a brief biographical sketch.

3 Proposed itinerary.

4 Description of work and objectives of travel abroad.

5 Relation of the project to activities in the same field carried on by other agencies of the Government.

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## OVERTIME

**I PURPOSE**

This Instruction establishes policy governing overtime; authorizes officials to order or approve overtime; and outlines procedures to be followed in obtaining prior approval, in certifying, and in reporting ordered overtime for all PMA employees except the following: (1) non-allocated cooperatively controlled agents, (2) employees whose wages are fixed by a wage board or similar administrative authority serving the same purpose, and (3) employees outside the continental United States who are paid local prevailing wage rates.

**II DEFINITIONS**

A Basic Workweek - The basic workweek for full-time employees of the Department of Agriculture consists of 40 hours which generally shall be performed in five 8-hour days, Monday through Friday.

B Ordered Overtime - Ordered overtime means irregular or occasional overtime worked in addition to the regularly scheduled 40-hour workweek.

C Regular Overtime - Regular overtime means that time over 40 hours worked each week in a regular tour of duty.

D Reimbursable Overtime - Overtime for which the employee is paid by PMA and for which PMA is reimbursed by other Government agencies or the trade, such as commodity inspection performed by the inspection services for which PMA is reimbursed by the trade.

E Nonreimbursable Overtime - Overtime for which the employee is paid by PMA and for which PMA is not reimbursed.

**III DELEGATION OF AUTHORITY**

Authority to order or approve occasional and irregular overtime is hereby delegated to the officials listed below. This authority may not be redelegated except as stated in paragraph B. Since the authority is delegated by title, anyone acting in that capacity has the authority to order or approve the overtime. Whenever any change is made in a designation, the Organization and Management (OM) Division, Budget and Management (BM) Branch, should be notified.

**A Washington****1 Assistant Administrators**

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OVERTIME

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(III A)

2 Branch Directors

B Field - The following officials may order or approve occasional or irregular overtime for employees under their jurisdiction:

Officials designated by Branch Directors  
Heads of PMA Commodity Offices  
Chairmen of State PMA Committees  
Directors of Hawaiian and Caribbean Offices  
Officer in Charge, Western Aerial Photographic  
Laboratory

IV POLICY

A Ordered Overtime - All ordered overtime worked by PMA employees shall be compensated for in money or by compensatory time off. PMA will absorb the cost of ordered overtime within the limits of available funds. Officials authorized to order or approve overtime are responsible for staying within the limits of allotments available to them. Overtime shall not be ordered except in cases of emergency.

B Regular Overtime - Before regular overtime, as distinguished from ordered, occasional, or irregular overtime, may be authorized, the prior approval of the PMA Personnel (PE) Division must be obtained by the branch director or other delegated official. The PE Division will submit the request for overtime to the Department Director of Personnel for approval.

V COMPENSATORY TIME OFF

Authorized officials may grant full-time per annum employees compensatory time off from duty in lieu of overtime pay for work in excess of 40 hours per week if the employee requests it on Form PMA-322, "Request for Compensatory Time" (formerly CCC-414), not later than the end of the pay period in which the overtime was worked. The number of hours of compensatory time off shall be not more than the number of overtime hours worked.

PMA-322

A When It Must Be Taken - Compensatory time off must be taken before annual leave may be granted, provided the taking of compensatory leave will not result in the employee losing accumulated annual leave. It should be taken as soon as possible after

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OVERTIME

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(V A)

it has been earned EXCEPT:

1 Employees engaged in work with regularly recurring seasonal peakloads may, at their election, be granted compensatory time off at the completion of the season during which they worked the overtime hours.

2 Employees serving in isolated posts outside the continental limits of the United States may, at their election, be granted such compensatory time off within one year after the overtime was worked.

B Unused Compensatory Time Off at Time of Transfer or Separation - If for any reason compensatory leave is not taken prior to transfer or separation, the employee shall be paid for the overtime at the overtime rate of pay which applied at the time the overtime was performed.

#### VI AUTHORIZATION OF ORDERED OVERTIME

Supervisors requiring nonreimbursable overtime shall obtain authorization from the applicable authorizing officials prior to the beginning of the requested overtime. Such authorizations for overtime will not be required by the fiscal offices inasmuch as obligations for overtime are established from the schedule of annual estimates included on Form PMA-198, "Schedule of Personal Services."

#### VII REPORT AND CERTIFICATION OF ORDERED AND REGULAR OVERTIME

A Preparation - At the end of each pay period, supervisors shall prepare an original of Form PMA-152, "Report PMA-152 and Certification of Ordered Overtime," and sufficient other copies to meet the needs of the preparing office. Separate PMA-152's need not be prepared for reimbursable and nonreimbursable overtime. The "Work Program" block must be filled in to show the work program which is reflected on AD-532, "Analysis of Man-Months by Work Programs." The preparing office should not fill in the "Total Paid" column as that will be completed by the fiscal office. The supervisor shall initial the original to indicate that the overtime listed on the schedule was actually performed.

B Disposition - The supervisor shall forward the original of the PMA-152 to the authorizing official, who shall sign the original and forward it to the appropriate fiscal office as the supporting evidence for the preparation of the overtime pay roll. The original

OVERTIME

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(VII B)

should be maintained in the fiscal office files so that at any time reports therefrom may be compiled, particularly with respect to the purpose for which the overtime was ordered and the cost thereof.

VIII REQUEST FOR COMPENSATORY TIME

A Preparation of Request - Per annum employees desiring to be granted compensatory time off for overtime in excess of 40 hours in any regularly scheduled workweek shall prepare Form PMA-322, "Request for Compensatory Time," in an original and one copy.

B Disposition - Employees shall submit the original and the copy of PMA-322 to their supervisor not later than the end of the pay period in which they performed the overtime work. The supervisor shall attach all PMA-322's covering overtime in excess of 40 hours in a regularly scheduled administrative workweek for which compensatory time has been requested to the PMA-152 covering the pay period and submit them to the authorizing official. After approval, the authorizing official will (1) return one copy of the PMA-322 to the supervisor who will be responsible for administering the leave, (2) attach the original of the PMA-322 to the PMA-152, and (3) forward both forms to the appropriate fiscal office.

IX CONVERTING COMPENSATORY TIME TO PAID TIME

An employee who elected to take compensatory time off but later decides to receive payment for the overtime performed, as reported on the PMA-152, must initiate the request for payment by memorandum which must be concurred in by the authorized approving official prior to transmittal of the memorandum to the fiscal office.

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